Subcontractor invoice

From / contact

General contractor / AP contact

Job name and site address

PO / subcontract number

Invoice number

Issue date / due date

Billing period

Trade / license number, if applicable

Work billed this period

Work or material	Description / reference	Qty	Rate	Amount
Labor				
Materials				
Change order				
Other				

Balance for this invoice

Subtotal	
Tax, if applicable	
Less retainage held this period	
Less payments applied to this bill	
Amount due	

Payment instructions and notes

Template courtesy of BillGrid